



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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TO: Massachusetts Tier II Reporting Entities

FROM: Samantha C. Phillips
Director, Massachusetts Emergency Management Agency
Chair, Massachusetts State Emergency Response Commission

THROUGH: Massachusetts State Emergency Response Commission

CC: Massachusetts Emergency Planning Committees and Fire Departments

RE: **Tier II Reporting Year 2019: Massachusetts State Emergency Response Commission Reporting Requirements**

DATE: January 1, 2020

Facilities covered by the reporting requirements of the federal Emergency Planning and Community Right-to-Know Act (EPCRA) must submit annual Tier II reports to their Emergency Planning Committee (EPC), and Local Fire Department, and the State Emergency Response Commission (SERC). **Tier II Reports for 2019 must be filed by March 1, 2020.**

Use of the Tier II Manager System:

The Tier II Manager System is now ready for 2019 reporting. The URL for the Tier II system is: <https://massachusetts.hazconnect.com>

New filers must first register to use the Tier II Manager System. Registration is a one-time process; if you have already registered you do not need to do so again. To register, please follow the steps outlined within MEMA's Tier II Manager System Guide. Once you have successfully registered, you may use the Tier II Manager System. If you have **lost or forgotten your User Name and/or Password**, you may re-set them via the System's website.

To facilitate use of the Tier II Manager System, MEMA provides a 'Tier II Submit export tool' within the Tier II Manager System. Once a filer completes and submits a report via the Tier II Manager System, the export tool may be used by filers who need to convert their report into a format that is compatible with the EPA's Tier II Submit software. **Detailed instructions on use of the export tool may be found in MEMA's Tier II Manager System Guide.** <https://www.mass.gov/doc/tier-ii-manager-system-users-guide/download>

If using the Export Tool it is important that you carefully review the exported file (by using the EPA's Tier II Submit software's 'validation report' feature) to ensure that it is accurate. In particular, if converting a Tier II Manager file to a Tier II Submit file, you may receive Tier II Submit validation errors for: attachments not being included; latitude and longitude coordinates; NAICS codes; email address not included; or facility contact last name. **If you receive a validation error, you must open the Tier II**

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
P.O. Box 54
12 Administration Road
Bridgewater, MA 02324-0054
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-750-1400 Fax: 413-821-1599

Submit file and manually correct the information before the file is sent to the EPC and/or FD. If attachments do not appear, you must re-attach the file(s). Instructions on how to do this may be found in MEMA's Tier II Manager System Guide.

The converted file may then be submitted – by the filer – to its respective EPC and Fire Department per their reporting requirements.

Other SERC Tier II Reporting Information:

The following apply to the Massachusetts SERC. **Your EPC and/or Fire Department may have different reporting requirements.**

- Submitting a report via the Tier II Manager System does NOT fulfill your EPC and Fire Department reporting requirement. Filers must still submit reports to their respective EPC and Fire Department per their respective reporting requirements.
- A list of EPCs in Massachusetts may be found on MEMA's website here: <https://www.mass.gov/service-details/massachusetts-state-emergency-response-commission-serc>
- You may obtain a list of EHS substances on the EPA website here: <https://www.epa.gov/epcra/final-rule-extremely-hazardous-substance-list-and-threshold-planning-quantities-emergency>
- **The Massachusetts SERC will not - for the Reporting Year 2019 period - require Tier II report filers to submit facility site plans with their Tier II reports.** However, submission of these plans for 'manned facilities' is encouraged. The only SERC requirement for these plans (if submitted) is that they be submitted electronically via the Tier II Manager System and that they be less than 2MB in size. Facility site plans are most likely exempt from public records production under the Massachusetts Public Records Law (see [Exemption 'n'](#)).
- If you submit a report via the Tier II Manager System you will receive an automatic reply acknowledging receipt.
- There is no filing fee for the SERC.
- The SERC does not require submission of Safety Data Sheets.

If you have any questions please contact Mayra Quintana (508.820.2041; Mayra.Quintana@mass.gov)